



# **Research in the Library**

**U.S. Naval War College Library  
Newport, RI  
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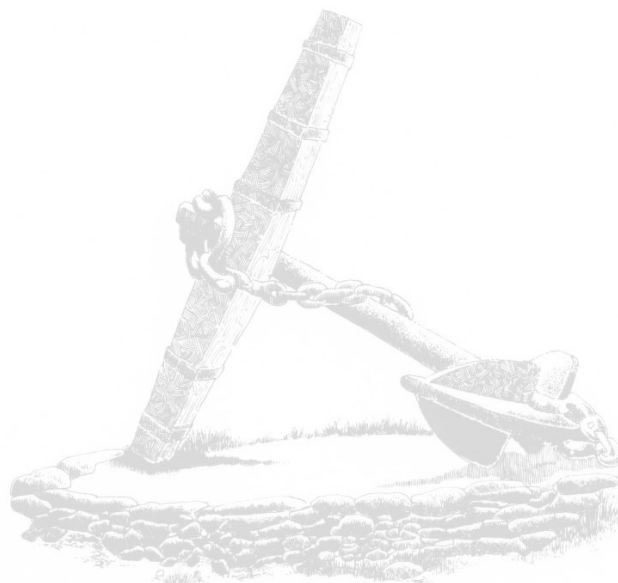
# Naval War College Library



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# Research In The Library

## Research

### **The Place of the Library in the Research Process**

The Library occupies a central place in the research process. Information available in and through the Library comprises not just books but journals, manuscripts, records, tapes, microfilm, microcard, microfiche, and electronic databases: the sum total of the world's knowledge and the world's collective memory. It is in the Library that the researcher finds the raw and processed data which are essential to the research task. If materials cannot be found in the Library, they may be obtained from another library. The Library is a component of a vast and intricate network of libraries throughout the country and the world—libraries whose combined resources become available to the researcher through the agency of the one library serving the user.

While its size is not great on a scale dominated by the multimillion-volume libraries of the great universities, the Naval War College Library with its collection of over 250,000 books and documents, over 1,000 journals, and many thousands of microforms is an excellent library, and may be considered among the best of the libraries devoted to a similar purpose. Over the past one hundred years, the Library has been growing and developing to support the unique educational and research programs of the College, and its collections are, therefore, strong in the areas of interest to the military profession. Equally important are the strong ties and partnerships the Library has developed with the academic and research libraries of the region and its memberships in computerized networks.

In the following sections, the collections and services of the Naval War College Library are briefly outlined in order to assist the researcher in forming an overall impression of those resources and services. Additional materials and aids which more fully describe the collections and the means of access to them are available in the Library. Most important of all, the professional librarians who staff the Library should be freely approached for information and assistance of every kind. Reference librarians are expert in the organization of information in the Library and in assisting the researcher to locate needed materials, whether in this Library or in other academic and research organizations, both private and governmental. To benefit fully from that expertise, the researcher should communicate as openly and fully as possible with the librarian in order that, together, they may define the research topic or question in a manner which will enable the librarian to provide the maximum assistance.

# Library Resources

## Mission

The mission of the Naval War College Library is to serve the intellectual needs of the faculty, students, and researchers, and through its resources enhance the educational research programs of the College. The Library was dedicated in 1985 in honor of Admiral Henry E. Eccles, whose close association with the Naval War College spanned 38 years. Admiral Eccles lectured on logistics and strategy, and his advice and counsel were sought and valued by numerous Naval War College presidents.

## The General Collection

The Naval War College Library can be characterized as a special academic library. Works in all fields of knowledge are included in the collection, but the principal concentration is on specialized areas of interest to the naval profession: naval and military science, history and strategy, management, economics, international relations, international law, oceanography, and contemporary world problems. Major emphasis is placed upon today's world. Nevertheless, to provide foundation and background there is broad retrospective representation, particularly in history, international law, and political science.

## The Reference Collection

The print reference collection is specifically selected to complement this mix. The standard encyclopedias, dictionaries, handbooks, directories, and atlases are present. For the serious researcher, various indexes, subject bibliographies, and a multitude of other bibliographic tools represent channels that can extend far beyond the resources of this library. Computerized reference sources are discussed in the section on "Electronic Searching."

## History

United States history is thoroughly treated in the collection. Emphasis is on diplomatic, military, and naval history, including all wars and conflicts. In addition, special consideration is given to the political, military, and social history of the twentieth century. There is a plentiful supply of publications on European history, especially on the former Soviet Union and Eastern Europe. The collection on the two world wars is a comprehensive one which includes many documents and other primary source materials. The Middle East, Southeast Asia, Asia, Africa, Latin America, and Canada are also well represented in terms of their history and contemporary roles in world affairs.



## Political Science

Closely related to the study of history and strategy is an understanding of political science. The library holdings concerned with this discipline provide insights into political theory, international relations and policy, constitutional history, public administration, and international law. In the latter category, particular note should be made of the library's resources in international treaties, both current and retrospective. There is also in-depth coverage of the theory, development, and operation of communism and socialism. Because the Library is a government depository, the user has access to an extensive and continuous supply of U.S. government documents in the support of studies in government and politics. Some examples are congressional hearings and reports, public laws, the *Congressional Record*, the *United States Code*, and the *Federal Register*. Documents of the United Nations, the League of Nations, and other international organizations round out the collection in the political sciences.

## Social Sciences

Materials on the social sciences are available to provide information on current trends and to support the specialized subjects of the Naval War College curriculum. Resources are available in economics, statistics, trade, and commerce. Also included is information on the domestic and international economic policies of the industrial nations and the developing regions of the world. Materials on management theory and practice cover the human, technical, theoretical, and practical aspects of that science. The areas of sociology, social problems, social history and conditions, and social psychology are well supported to enable interdisciplinary research. In addition, the library user will be able to obtain general information on education in the United States, and explore the Library's expanding collection in the area of multicultural studies.

## Military and Naval Sciences

A wide range of material is available on the general applications of the military and naval sciences, and to a lesser degree on the highly specialized and technical aspects of these sciences. Emphasis is on modern naval science, especially in such subjects as war, sea power, strategy, tactics, logistics, merchant vessels, and armaments. There are many works devoted to the organization and administration of the U.S. Navy, other branches of the armed forces, and joint operations. Such sources as lists, directories, and statistics are available for supplying data on personnel of all the armed services. Further, the Library has information on foreign navies. Besides books and periodicals, government documents in various forms are an integral part of the resources on the military science topics mentioned above.

## Science and Technology

There is a growing collection of materials related to energy and environmental problems, marine affairs, and oceanography. Additionally, the computer sciences, operations research, systems analysis, and information systems are well represented in the collection and are updated with current materials. Communications, navigation, and aeronautics are also given serious attention.

Information on a topic can be acquired by consulting any or all forms of library holdings: books, periodicals or serials, newspapers, government documents, special reports, or pamphlets; moreover, information may be available on microfilm, microfiche, or microcard and may be security classified as well as unclassified. Internet access gives the researcher access to a vast virtual library of resources, many of which are full-text. See section on **Electronic Searching** for additional information.

## The Classified Library

The Classified Library is the repository for SECRET and CONFIDENTIAL documents and periodicals and unclassified limited access technical reports and documents acquired from various government agencies. Access to the Classified Library requires that a security clearance of SECRET be on file in the Security Office. Patrons using Classified Library's resources must be wearing the Naval War College identification badge, which shows the individual's appropriate level of clearance. Access by international student officers is through their faculty advisor and is governed by NAVWARCOL Instruction 5510.4 (series). Classified Library holdings are especially strong in the following areas:

### Intelligence Reports

Studies on the characteristics of international weapons, missile and space systems, and assessments of the military capabilities of all nations constitute some of the Classified Library's principal classified resources. Foreign naval, air, and ground orders of battle are also held. With reference to U.S. weapon systems, the Classified Library receives the evaluation reports of the U.S. Naval Operational Test and Evaluation Force and U.S. Navy Air Test and Evaluation Squadrons, as well as many similar reports from other sources, including the Defense Intelligence Agency (DIA), the Central Intelligence Agency (CIA), and the Office of Naval Intelligence (ONI).

Studies are received from such entities as the Office of the Chief of Naval Operations, the Center for Naval Analyses, and the Institute for Defense Analyses. Operation orders, exercise reports, lessons learned,

and tactical memoranda are available, as are the armed services five-year budget forecasts and related documents.

## Databases

**HORIZON**, Classified Library's online card catalog, is accessible on four (4) networked computers. This database consists primarily of documents dated from 1988 to the present, but older materials (NWC student papers, CNA reports, Rand reports, etc.) are being added as time and staffing permit. Some documents now available on CD-ROM supersede documents previously held in paper format. Although searchable in HORIZON, Classified Library maintains a separate binder listing of these CD-ROM titles; it is updated periodically.

The **Defense Technical Information Center (DTIC) Technical Reports (TR) Database** contains bibliographic citations to nearly two (2) million technical reports, journal articles, conference proceedings, and DOD-sponsored research. This CD-ROM database is networked on the four (4) computers mentioned above. DVD format, in lieu of CD-ROMs, is expected with upcoming 2004 updates.

The **Navy Lessons Learned Database (NLLDB)** contains not only Navy lessons learned, but also those lessons of the Marine Corps, Air Force, Coast Guard, and the Joint Universal Lessons Learned System (JULLS) databases. Two (2) standalone computers have been designated for searching NLLDB.

Classified Library has six (6) Secret Internet Protocol Router Network (**SIPRNET**) computers for conducting either classified research or for sending/receiving classified e-mail. Since this database is SECRET, it requires a named account for access and is password protected. Patrons request access to SIPRNET by completing the SIPRNET Account Form found on the NWC/NWDC Intranet Homepage. Click on "Network Account Request" under Service Requests and again on either the Faculty/Staff or Student SIPRNET Account Form box to access/complete NAVWARCOL FORM 5512.

## Naval War College Papers and Lectures

The Classified Library collection contains the following classified and unclassified Naval War College papers:

- Joint Military Operations (JMO) Department papers written since 1964.
- Advanced Research papers from the Center for Naval Warfare Studies (CNWS) Department.

- Selected National Security Decision Making (NSDM) Department papers since 1998.
- Award winning papers (First Prize and Honorable Mentions) announced at Graduation, including those written by the international students.

Classified Library houses all Strategy & Policy (S&P) Department recorded lectures on audio cassettes (1971 to date) and also on CD-ROM (August 2003 to date). All speeches delivered at major NWC conferences, the evening lecture series, etc. are also kept in the Classified Library. All lectures/speeches are subject to the NWC Non-Attribution Policy instruction.

### **Naval Warfare/Allied Publications**

Naval Warfare / Allied Publications provide a ready source of current communications and tactical doctrine information. Most are available in paper format; some are available via SIPRNET; others are contained on the Navy Warfare Development Command (NWDC) CD-ROM sets listed below:

- Navy Warfare Electronic Library (NWEL)
- Allied Publications Electronic Library (APEL)

## **The Naval Historical Collection**

The Naval Historical Collection is the depository for the archives of the Naval War College and for manuscripts, oral histories, and special collections relating to the history of the Navy in Narragansett Bay, the College, and naval warfare.

### **The Archives**

The Naval War College archives consist of over 1400 feet of holdings that document the administrative history and curriculum development of the institution since its founding. The archives contain forty-three record groups that house administrative correspondence and memoranda, College publications, syllabi, conference proceedings, library records, lectures, faculty and staff presentations, student theses, war gaming materials and technical source materials pertaining to war planning and naval strategic and operational problems.

### **Manuscripts**

Manuscript holdings consist of either corporate collections or personal papers of naval officers and civilians who have been associated with the College or Newport naval commands, and have made

major contributions to the evolution of naval warfare. Significant collections include the papers of Naval War College presidents Stephen B. Luce, Alfred Thayer Mahan, William Veazie Pratt and Richard G. Colbert. Important regional collections include the files of the Newport Naval Training Station, the Naval Base, the Naval Torpedo Station, and the Quonset Point Naval Air Station. In addition, there are over 500 single items—letters, journals, diaries, notebooks—of research value.

## Oral Histories

The Naval Historical Collection contains over 330 oral history interviews with flag rank officers conducted by the Columbia University Oral History Office and the U.S. Naval Institute program. In 1975, the Naval Historical Collection established its own oral history program that focuses on interviews with naval officers, civilians, and Navy wives and WAVES who can bring new perspectives to the Navy's presence in the Newport region.

## Special Collections

Newspaper collections, pamphlets, cruise books, and association books, all dealing with naval history, are another major research component in the Naval Historical Collection.

## The Research Process

A major factor in the selection of the research topic should be the capability of the library's resources to support the project. Early consultation with a reference librarian will provide information, not only on the library's holdings, but also on the availability of research materials in other academic and research libraries and from government sources. It is recommended that the researcher avail himself or herself of the library orientation tour and the various handout materials provided by the Library which describe its resources and services.

Research in the Library demands two approaches—searching in the general collection and searching in the Classified Library.

## Searching in the Naval War College Library

### Books

The book collection comprises about 65% of the Library's total in-house resources. The items are cataloged in accordance with the Library of Congress Classification System. Each title is listed in the

**Horizon Information Portal (HIP)**, which is accessible from a link on the library homepage <http://www.nwc.navy.mil/library>. Call numbers may be obtained for locating approximately 200,000 book and document titles in this database. HIP will tell you how many copies of a title are owned by the Library; and with the automated Circulation system, will indicate the status of all cataloged titles. The system is searchable by author, title, and subject both by keyword and alphabetically. Boolean search concepts can be applied. Please see a reference librarian for any assistance in using the HIP catalog.

## **Periodicals and Newspapers**

Periodicals and newspapers, because of their formats, are arranged as a separate collection alphabetically by title rather than by call number. Their titles are listed in HIP, but without call numbers. The Library holds approximately 1,200 titles. A list of these holdings which provides information on format (hard copy, microfilm, or microfiche) and location of current and back issues, is available at the Reference Desk, Circulation Desk, and by the periodical indexes. Periodicals and newspapers are important research sources. The information contained in them can be retrieved through published or online indexes which provide author, title, and subject entries for articles that have appeared in both scholarly and popular journals. Detailed information on the many indexes held by the Library can be obtained at the Reference Desk. Reference librarians will assist in the selection and use of the appropriate online index to be searched.

## **Documents**

Documents represent a unique source of information and of primary source materials which are not available in trade publications. The Library has a sizeable collection of documents issued by Congress and the various agencies of the U.S. Government, and by international organizations such as the United Nations and its agencies. Documents held by the Library can be found by searching the Library HIP or identified through the use of the indexes in paper, CD-ROM, or online format that are published by the U.S. Government Printing Office, the United Nations, and others. Document searching is also available through various Internet web sites. Detailed information on these specialized indexes is available at the Reference Desk.

## **Technical Reports**

Technical reports which contain information on, and results of, research and development projects are also held by the Library and may be either classified or unclassified. Most of these reports have been acquired through the Defense Technical Information Center



(DTIC). Indexes and online resources to these reports are available, and reference librarians will assist in their use.

## Library Publications

*Library Notes*, subject bibliographies of works held by the Library, appear at various times during the academic year. The topics for the bibliographies are selected on the basis of timeliness and professional interest. The *Accessions List* is published biweekly on the NWC Library homepage. It provides the most up-to-date information available on materials recently added to the Library's collection. All library publications are listed on the library homepage under "Publications," "NWC Library Publications."

## Electronic Searching

The Library tries to keep abreast of the latest changes in the electronic retrieval of information, and of ways to incorporate those changes into the services offered by the Library. This is a rapidly changing area. Internet access is currently the preferred means of access for researchers, which is quite a change from dial-up database searching of just a few years ago.

**Internet** searching is available via the C-NET PCs in the Library. Just click the Internet Explorer icon. Check the Library's section of the Naval War College home page for some interesting web sites to explore, and links to database services.

Database providers are now offering Internet access to their services. You may be interested in searching the following:

**FirstSearch** gives the user access to about 40 databases covering a wide-range of topics and materials. It is a good choice for searching for periodical articles, some of which are available in full text. Books, documents, and reference materials are also searchable via **FirstSearch**.

### **MERLN (Military Education Research Library Network)**

<<http://MERLN.NDU.EDU>> Provides access to the online public access catalogs and homepages of military educational institutions. Its group catalog interface can search the holdings of all participating institutions in a single search. In addition, it offers access to the **Air University Library Index to Military Periodicals**.

A number of other databases are searchable via the web and accessible through any C-NET PC. No passwords are needed. The Library currently subscribes to 39 online databases. Some of the more popular

ones are considered to be ***ProQuest, LexisNexis Academic, LexisNexis Congressional, Jane's Online, Inside the Pentagon/Inside the Navy, STRATFOR, and Columbia International Affairs Online (CIAO).***

Please note that a separate username and password are required for access outside of the Naval War College. At the Library homepage, click "Databases," "External Access," any database, and you should reach the access page. Here you can either use your online password, or apply for one.

## CD-ROMs

The Library has a number of CD-ROM databases on a variety of topic and reference sources. They are cataloged with Library of Congress or Superintendent Documents classification numbers; and are searchable through HIP (NWC online book catalog). The CD-ROMs are shelved in back of the Multimedia Room. They may be used there, or checked out at the Circulation Desk.

## Videotapes and DVDs

A small collection of videotapes and DVDs is available at the Circulation Desk. These materials may be checked out, or viewed in a specially-marked carrel in the microform area on the lower level of the Library. Titles in these formats are searchable in HIP.

A **book scanner** is located in the Reference area near the windows. It will scan images and text, which can then be used in PowerPoint presentations or Microsoft Word documents. A **standalone scanner** capable of scanning both color, and black and white pages is located in the Multimedia Room.

## Other Electronic Services

Please see a reference librarian for any further information and assistance. Through consultation with a reference librarian, the researcher can explore other research options, including customized online search performed by a reference librarian from additional database services. Reference librarians can also assist in the selection and in the use of online databases appropriate for one's research.

## Circulation System

The automated **Circulation** system enables the library user to obtain information on the status of all library materials in the **Library catalog**. Registered library users can place a request for checked-out items from his/her computer and view the circulation information



(items out; blocks; requests placed) at any time. Please see the staff at the Circulation Desk for questions on requests placed and also for items you cannot locate.

As part of the automated process, Circulation has available the **3M SelfCheck** system located adjacent to the Circulation Desk. This system can be used by library patrons to check out their own library items. The selfcheck interacts with the circulation system to complete the loan transaction and can be used anytime of the day. Please see the Circulation Desk personnel for assistance or questions on the operation of this system.

### **Interlibrary Loan**

Materials not held by the Naval War College Library can be obtained from other libraries through interlibrary loan. Interlibrary loan is a cooperative arrangement among libraries through which one library may borrow materials from another. Certain types of publications, such as reference works and bound periodicals volumes, are excluded from interlibrary loan. Others are subject to use under regulations imposed by the lending library. This Library participates in the OCLC computerized interlibrary loan network. A specific book title can be located quickly and requested electronically. Reference librarians will provide information on availability and use of interlibrary loans.

### **Access to Other Libraries for Research Purposes**

When neither the resources available at the Naval War College Library; nor those obtainable through interlibrary loan or available online can meet specific requirements of a researcher, arrangements can be made for use of other academic and research libraries. Upon request, the Head, Reference Librarian will provide a letter of referral to the library which has the required resources.

### **Requests for Procurement of Books and Documents**

Titles not in the Naval War College Library collection or on order may be recommended for purchase. Reference librarians will accept such requests and will initiate action required for purchase when appropriate. Materials will be purchased in accordance with the Library's collection development policy and current budgetary constraints. If so desired, requestors will be notified when the material is received. Requests for unclassified documents, whether issued by the Government Printing Office, the Defense Technical Information Center, or other issuing agencies, will be handled in the same manner.

All classified documents should be requested through the Classified Library. Personnel will process requests for documents with a classification up through SECRET. It is difficult to estimate the length of time required to obtain a classified document, but 4 to 6 weeks is the standard estimate. Requestors will be notified when the document is received and available for circulation.

## Searching in the Classified Library

### Classified Documents

The Classified Library's collection of print and non-print items contains over 49,000 titles (75,000 volumes). Items dated 1988 to the present are searchable in HORIZON, the online card catalog. Older items are being reviewed and added to the database as time and staffing permit. Emphasis is on naval and military science; specific missiles, ships, aircraft; exercises and operations, such as "Operation ENDURING FREEDOM."

### Classified Periodicals

Classified Library has on display several periodical titles along with indexing information. Some periodicals are not indexed, some have only a title index, while others are fully indexed by author, title, and subject. Among the periodicals held are: *Naval Strike and Air Warfare Center (NSAWC) Journal* (formerly the individual periodicals *VECTOR*, *AIMPOINT*, and *TOPGUN JOURNAL*); *TACALERT*, *U.S. Navy Journal of Underwater Acoustics*, *ON TARGET*, and *BAT Bulletin*. Classified Library staff will provide information about these and other periodicals held in the Classified Library.

### Student Papers

All classified and unclassified JMO papers written from 1964 to date are held in the Classified Library. (Papers written before 1964 are held in the Naval Historical Collection). Patrons may search either the online system for these or may refer to individual issues of the *Summary Record of Research and Publication*. In addition to these JMO papers, the *Summary Record* . . . also lists all Advanced Research papers and the Prize Essay winners for each academic year since 1977–1978.

### Cassettes

The voice recordings of the Strategy & Policy Department lectures, guest lectures, and Conferences/Forums are held in the Classified Library. These may be charged out overnight, listened to, or copied in the Library, subject to the NWC non-attribution policy.

## Databases

Classified Library has five (5) major databases for patrons to search. These are:

- Navy Lessons Learned Database (NLLDB) contains Navy, Air Force, Marine Corps, Coast Guard, and Joint lessons learned on CD-ROM.
- Defense Technical Information Center (DTIC) Technical Reports (TR) Database on CD-ROM is networked and contains citations to DOD-sponsored research.
- Navy Warfare Electronic Library (NWEL) contains Naval Warfare Publications (NWP), tacmemos, etc.
- Allied Publications Electronic Library (APEL) contains Allied publications, manuals, EXTACS, etc.
- Secret Internet Protocol Router Network (SIPRNET) is used for searching specific classified website links, for keyword searching using a search engine such as AltaVista, and for sending/receiving classified e-mail.

## CD-ROMs

Classified Library's CD-ROM collection is searchable in HORIZON, the online catalog, by originating agency, title, keyword, or subject. A complete listing is also available in paper copy. In order to use any of these CD-ROMs, patrons are required to sign for the CD-ROM (just as is done for any classified document). Two standalone computers in the Classified Library have been designated for CD-ROM use. Many of these CD-ROMs supersede documents formerly available in paper format.

## REQUESTS FOR LIBRARY SERVICES

<b>Service</b>	<b>Staff Member</b>	<b>Phone No.</b>
Coordination of User Services	Mr. M. C. Riggle Head, Reader Services	12642
Bibliographic Assistance and Online Searching	Mrs. D. B. Ottaviano Head, Reference Librarian	16500
Reference Service	Reference Desk C-Net: LIBREF	13052/14551
Reference Librarians	Mrs. D. B. Ottaviano Mrs. A. K. Juda Mrs. B. R. Donnelly Mrs. J. L. Zecher	16500 16503 16501 16502
Classified Library Service	Circulation Desk	13256
Classified Staff	Mrs. C. Danieli Head, Classified Library Mr. D. Zambrotta Ms. D. S. Brennan	16504 16505 12537
Classified Cataloging	Ms. M. E. Marshall	16506
Naval Warfare Publications	Ms. D. S. Brennan NWP Custodian	12537
Restricted Collection	Reference Librarians	13052/14551
Reserve Bookshelf Information Unclassified	Ms. S. E. Barker Head, Circulation	16508
Classified	Mrs. C. Danieli Head, Classified Library	16504
Recommendation/Request for Acquisition of Materials:		
Books/Unclassified Documents	Reference Librarians	13052/14551
Classified Documents	Classified Staff	13256
Interlibrary Loan Requests	Reference Librarians	13052/14551
Library Use by Visitors	Mrs. D. B. Ottaviano Head, Reference Librarian	16500

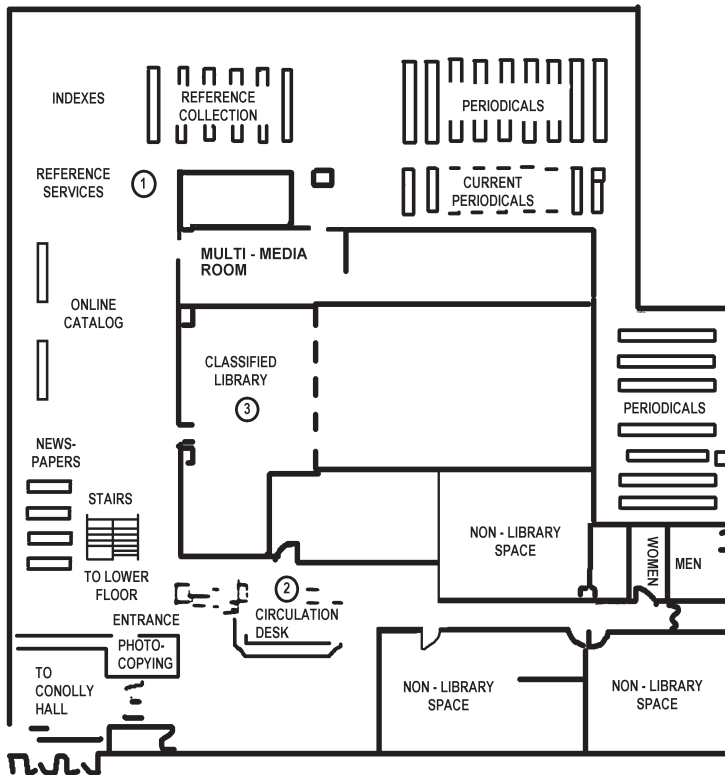
Circulation	Ms. S. E. Barker	16508
	Head, Circulation Branch	
	Circulation Desk	14386
	C-Net: CIRCDESK	
Circulation Technicians	Mrs. R. Lima (Interlibrary Loan)	16509
	Mr. E. Isadore	16510
	Mr. J. Miranda	16511
	Mrs. H. Garcia	16512
Technical Services	Mrs. L. M. Rosa	16492
	Head, Technical Services	
Cataloging	Ms. G. Brown	14307
	Head, Cataloging Branch	
Collection Development	Mr. W. Rowe	14345
	Head, Collection Development/ Acquisitions Branch	
	Mr. G. Scheck	14065
	Acquisitions Librarian	
Naval Historical Collection	Dr. E. M. Cherpak	12435
	Head, NHC	
	Mrs. T. Clements	17371
Library Administration	Archival Technician	
	Prof. R. E. Schnare, Jr.	12641
	Library Director	

# U.S. NAVAL WAR COLLEGE LIBRARY

## MAIN FLOOR— HEWITT HALL

The Library is staffed from 0730 to 1630, Monday through Friday; however, it is open and available for use by the Naval War College community from 0600 until 2300 hours seven days a week.

The CLASSIFIED LIBRARY contains classified documents and periodicals through SECRET, NWC lecture recordings and student papers, and Naval Warfare Publications.



## LOWER LEVEL— HEWITT HALL

The NAVAL HISTORICAL COLLECTION, located in Mahan Hall, includes the college archives, manuscripts, personal papers, and oral histories.

## FLOOR PLAN

